CITY OF ALBANY
HUMAN RESOURCES
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HUMAN RESOURCES

Notice of Job Opening

Position: Crime Analyst

Applicants must meet the requirements as outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Albany Police Department

Number of Vacancies to be filled: 1

Rate of Pay: $42,018.00/year @ 37.5 hours/week

Schedule: Monday - Friday

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Union Preference: NO

This is a unionized position, but has been posted internally prior to this external post.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on August 10th, 2021

<u>CRIME ANALYST</u>

(Albany Police Department)

<u>DISTINGUISHING FEATURES OF THE CLASS:</u> Under the general supervision of the unit supervisor, the incumbent performs statistical analysis and provides technical support for the Albany Police Department. The major responsibility of this position focuses on data related to criminal activity and criminal offenders. This position is a professional statistician involving statistical analysis of departmental data and the production of reports.

<u>TYPICAL WORK ACTIVITIES:</u> (Illustrative Only)

- Collects, organizes and analyzes statistical data and information in reference to criminal activity and criminal offenders;
- Collects and converts raw data into valid criminal intelligence information and conveys information to personnel in various formats;
- Collects, stores and disseminates all pertinent information gathered/received related to public safety including criminal activity, terrorism, national security, emergency management and any other information required;
- Collects, processes and maintains information received in reference to Investigative Initiatives and arrests;
- Assist in producing a weekly and monthly synopsis and investigative agenda;
- Attend appropriate meetings, training and conferences related to criminal analysis and intelligence gathering;
- Develops a target profile analysis for career criminals by analyzing the linkages and similarities between crimes, offenders, suspects and victims; and makes recommendations to Command Staff on the current trends based upon the analysis of crime data and various research or statistical findings;
- Studies changes and emerging trends in drug trafficking and drug related crimes;
- Prepares basic crime related and other maps utilizing Geographic Information Systems (GIS);
- Performs association link analysis and other techniques by drawing data from departmental, private and other sources to form information on groups and their inter and intra-relationships;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

<u>FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:</u>

- Good understanding of the criminal justice system and criminal behavior;
- Good knowledge of the principles, methods, and techniques used in data collections and crime analysis;
- Good knowledge of basic research methods and procedures used in statistical analysis;

- Good knowledge of products addressing tactical, operational and resource allocation analysis;
- Good knowledge of personal computers and office equipment;
- Ability to interpret crime statistics;
- Ability to collect, analyze, and evaluate data in both qualitative and quantitative techniques;
- Ability to use GIS mapping software and prepare accurate base maps, including geocoding;
- Ability to use spatial analysis techniques to produce thematic overlays, including graduated symbol crime and offender maps, shaded maps and hot spot maps;
- Ability to conduct demographic analysis;
- Ability to understand, interpret, and analyze complex and detailed written material including arrest reports;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases or other software related to the reporting and analysis of data;
- Ability to organize material and prepare effective narrative reports and business correspondence;
- Ability to plan and organize individual workload and meet established deadlines;
- Ability to present data, reports, and comments clearly and concisely both orally and in writing;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Criminal Justice, Criminology, Sociology or a related field and one (1) year of full time experience (or its *part-time equivalent) in research, data collection and analytical report preparation, **OR**

B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Criminal Justice or a related field and three (3) years of full time experience (or its *part-time equivalent) in research, data collection and analytical report preparation. **OR**

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*** (18) Eighteen months part-time work experience is equivalent to one (1) year full time experience at the discretion of the Municipal Civil Commission.